

EXPENSES GUIDELINES (Non-Travel)

Reimbursable out-of-pocket expenses incurred in connection with CJA representation may be claimed on the CJA 20 or CJA 30 voucher. Compensation for necessary and reasonable expenses is in addition to the statutory fee maximum.

Supporting Documentation

(a). Itemization/Documentation

All expenses should be itemized and documented by supplying copies of receipts, invoices, and office records that verify costs incurred. Receipts are required for all expenses more than \$50.00 and *encouraged* for all expenses less than \$50.00.

Notwithstanding this policy, receipts are always required for the following non-travel expenses:

- Outside copying regardless of the amounts;
- Premium delivery and messenger/courier services. e.g. FED EX, UPS, etc.

Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided.

(b). Submission of Receipts

Legible copies of receipts are to be attached to or copied onto white 8½" x 11" paper in chronological order as itemized on the worksheet.

REIMBURSABLE EXPENSES

Computer-Assisted Legal Research

See [CJA Reference Manual, Computer-Assisted Legal Research, Section No. 10\(c\).](#)

Paralegals

See [CJA Reference Manual, Paralegal Services, Section No. 8.](#)

Photocopying

Copy jobs of \$500 or more require prior court approval per copy job.

(a). In-House

All in-house copying done in the attorney's office regardless of the number of copies made per copy job per case.

(b). Outside Services

Copies made outside the appointed attorney's office will be reimbursed at a rate negotiated by the attorney and supported by a copy of the invoice from the copy company.

Postage & Delivery

(a). U.S. Mail

Reimbursement will be made for the actual cost of case-related regular U.S. postage. Receipts are only required if postage cost exceeds \$50.00 per instance.

(b). Messenger/Couriers/Express Delivery Services

The use of messengers, couriers, and express delivery services, *e.g.* Federal Express, Airborne Express, etc. is discouraged unless there is a genuine necessity for this service. The court favors timely filing by mail or by ECF. In cases in which an outside messenger or courier service is used, receipts must be attached.

Telephone

Toll and long-distance charges for out-going case-related facsimiles and telephone calls and collect toll calls accepted from incarcerated clients are reimbursable; local charges are not. Telephone charges must be supported by a marked-up copy of the telephone bill.

OTHER TYPES OF REIMBURSABLE EXPENSES

Commercial Computer-Assisted Legal Research

See [CJA Reference Manual, Commercial Computer-Assisted Legal Research, Section No. 10 \(d\)](#).

Computer Hardware and Software

See [CJA Reference Manual, Computer Hardware and Software, Section No. 10\(a\)](#).

State Court/Other Ancillary Matters

Work related to state court proceedings or other ancillary matters will not be compensated unless the attorney obtains prior authorization from the court.

NON-REIMBURSABLE EXPENSES

The following are NOT reimbursable under the CJA:

- General office overhead, e.g. secretarial help (whether regularly or specially employed), rent, office supplies or equipment telephone lines or service (although telephone toll calls are reimbursable).

Attorneys will not be compensated for secretarial duties, *e.g.* filing of court documents, mailing, faxing, copying, *etc.*

- Books, journals or other publications.
- Billing for time needed to prepare or litigate vouchers.
- Taxes paid on attorney compensation received pursuant to the CJA, whether based on income, sales or gross receipts.
- The cost of *printing* briefs is not reimbursable, although the cost of photocopying or similar copying services is reimbursable.
- Filing fees: These fees are waived for persons proceeding under the CJA.

- Personal items and services for the client, *e.g.* cleaning or pick up or delivery of clothing or personal items, hair cuts, cigarettes, transportation, lodging, travel, meals, costs of assisting the defendant in the disposition of the defendant's personal property, arranging for placement of minor children of the defendant, providing legal assistance in matters unrelated to the litigation of the case although incidental to the defendant's arrest, *etc.* Payments by the appointed attorney for such items will not be reimbursed.
- Alcoholic beverages.
- Costs related to educational seminars, including travel, attendance, registration or materials.
- Time and expenses involved in the preparation of an appeal (whether from interlocutory orders or final judgments) or work related to the review of proceedings before this court. These are considered as applicable to the case before the United States Court of Appeals, and should be included on the voucher for services performed in that court.